



PROCEDURAL GUIDELINES FOR VASQUEZ I-70 WORKING GROUP

PURPOSE

The purpose of the Working Group is to provide a discussion forum for community representatives, State and local governmental agencies, and other interested parties and organizations to provide input to EPA and other agencies, as appropriate, about environmental clean up requirements at the Vasquez Boulevard/Interstate 70 site. As the lead regulatory agency for the Superfund process at the site, EPA is seeking input on all aspects of the investigation of metals contamination, the assessment of risk associated with exposure to the contamination, and the identification and evaluation of site management options.

ROLES/RESPONSIBILITIES

Working Group

Each member of the Working Group is expected to: (a) regularly attend and prepare for work sessions of the Working Group; (b) clearly articulate and represent his or her interests and may or may not represent the interests of others; (c) listen to other points of view and try to understand the interests of others; (d) openly discuss issues with people who hold diverse views and participate in a cooperative problem-solving procedure to resolve differences; (e) generate and evaluate options to address the needs expressed by the Working Group; (f) keep his or her constituent group(s) informed and solicit their individual input.

Facilitators

Mary Margaret Golten and Louise Smart of CDR Associates will provide facilitation services to the Working Group. The facilitators will design and implement procedures to help the Working Group accomplish its goals. In consultation with the Working Group, the facilitators will design work session agendas. They will conduct the Working Sessions, provide a procedural structure, make strategic suggestions as to how cooperative problem solving can be implemented, and prepare summaries of Working Sessions. They will remain neutral and impartial toward the substance of the issues under discussion and will not advocate for any particular outcome or give substantive advice. The facilitators will remain responsible to the whole group and not to one member or interest. Their responsibility includes the enforcement of ground rules which are accepted by the group and which support the effective working relationship of the group.

DECISION-MAKING PROCESS

The EPA will remain the ultimate regulatory decision maker for the final remedy. The information shared and opinions expressed during the Working Sessions will help inform the EPA's decisions. It is hoped and anticipated that the discussions conducted during the Work Sessions will expedite EPA's decision-making process.

Role of the Working Group: Working Group members can make recommendations on decisions facing EPA, such as data collection, evaluation, or interpretation, prior to those decisions being made. Data collection, evaluation, and interpretation plans will be discussed with the Working Group with sufficient time to allow discussion/input/recommendations by Working Group members. EPA is the decision maker, but will offer opportunities for input in making decisions.

DISCUSSION GUIDELINES

Principles

- To achieve a full understanding of the participants' interests, concerns, and ideas, everyone in the group must actively participate.
- To participate fully and freely, all group members must have a common base of information and keep up-to-date on the progress of the group.
- A norm must be created in which everyone will feel comfortable to state his or her views and to disagree.
- A disagreement can illuminate unrecognized problems and serve as a catalyst for new ideas; therefore voicing disagreements will be encouraged.
- The goal of the group is to discover the unmet need that has produced an objection and to find a way to meet that need, rather than to suppress the objection.

Ground Rules

The following are a number of ground rules that have been found to encourage productive discussions. Members of the Working Group will commit to "best efforts" at following them and will give the facilitators the authority to enforce them:

- It is absolutely crucial that everyone have a chance to be heard and to hear others. Therefore, side conversations or interruptions while someone is speaking should be avoided.
- In order to give everyone a chance to talk, participants should be sensitive about the length and pertinence of their comments and the importance of encouraging participation from all members of the group.

- In order to maximize the productive time available:
 - ◊ People should avoid repeating points that have already been adequately made by others, except to briefly indicate concurrence.
 - ◊ Discussion should be kept to the agenda unless otherwise mutually agreed; digressive topics will be placed on a "future topics" list.
- It is important to remain open-minded about proposals, ideas, concerns, etc., while different points of view are being presented and discussed. Rather than label particular proposals as "good" or "bad," it will be useful to be open to the underlying concerns that are expressed in a proposal.
- Disagreement is inevitable, but should be focused on the issues involved rather than based on perceptions of motives or relationships and personalities.
- The work sessions will begin and end promptly at the scheduled times.
- To ensure that all group members contribute, the facilitators will elicit response from all participants.

STRUCTURAL GUIDELINES

Working Group Members

The Working Group consists of two individual representatives of:

EPA Region 8
 ATSDR
 City and County of Denver
 State of Colorado
 Clayton Neighborhood
 Cole Neighborhood
 Elyria Neighborhood
 Swansea Neighborhood
 Globeville Neighborhood
 Colorado People's Environmental and Economic Network
 Cross Community Coalition
 Globeville Civic Association
 Asarco

At least one, but no more than two individuals from each agency/organization/neighborhood will be "at the table" and participate actively in discussions. Other individuals from these agencies/organizations/neighborhoods (such as legal and technical advisors) may be present, and may consult with Working Group members during breaks and caucuses. Any Working Group member may request a break at any time, so that they may meet with others from their agency/organization/neighborhood or individuals representatives from other groups.

Working Group members should make every effort to attend all work sessions. The group will not be obligated to back-track to accommodate a Working Group member who has not been present at prior work sessions.

Constituents

The members of the Working Group will inform their constituents and/or internal hierarchy on an ongoing basis as to the issues under discussion and the progress being made in the Working Sessions. They will their own interests and may bring their constituents' concerns and ideas to the discussions.

Work Session Summaries

Summaries of each Working Group work session will be prepared. These will be marked "DRAFT" and will be disseminated to Working Group members. At the following Working Group work session, the members will have an opportunity to review, modify (if needed), and approve the prior work session summary.

RELATIONS WITH THE MEDIA AND THE GENERAL PUBLIC

Communication with the Media and Others

Members of the Working Group agree to speak to the media about their own and their agency's or organization's views and not speak on behalf of the Working Group, other persons, organizations, or agencies.

In communicating with the media and the general public, a clear distinction should be made between the purpose and activities of this Working Group and other processes that may be going on simultaneously.

It is important to differentiate between discussions, opinions expressed, and decisions. Preliminary documents will be marked with "DRAFT" or "FOR DISCUSSION PURPOSES ONLY."